



Standard Administrative Policy and Procedures Manual

Title: **HUMAN RESOURCES POLICY**
Section: **SECURITY CAMERA POLICY**

Date of Version: 02/03/2020
Resolution No.: 2020-27

SECTION 1: PURPOSE

The City of Ankeny strives to take reasonable precautions to help assure the safety and security of city employees and the public while in and around city facilities. The City of Ankeny also has a responsibility to protect city property from theft and vandalism. In order to help accomplish these objectives, the city reserves the right to install security systems in work areas and around public buildings.

The purpose of this policy is to regulate the use of security cameras to protect the legal and privacy interests of the City of Ankeny, city employees and the public while concurrently assisting in the protection of city property. The city may find it necessary to monitor work areas with security cameras when there is a specific job or business-related reason to do so.

The primary use of security cameras under this policy will be to record images for future identification, investigation, and possible prosecution related to violations of law and/or alleged violations of city policies by persons located in and around city buildings and facilities.

This policy does not apply to cameras used by law enforcement for covert operations and criminal surveillance, to mobile cameras used in public safety vehicles, and to body-worn cameras worn by law enforcement officers.

SECTION 2: GENERAL POLICY

The City of Ankeny is committed to establishing and maintaining a workplace that is secure and safe for employees, residents and visitors. To enhance this commitment, the city may install and utilize security cameras. The cameras will be used in a professional, ethical, and legal manner consistent with all existing city policies, as well as State of Iowa Code and Federal laws. Camera use will be limited to situations that do not violate the reasonable expectation of privacy as defined by law.

SECTION 3: RESPONSIBILITIES AND AUTHORITY

The City Manager will:

1. Develop and approve city policies and procedures with regard to security cameras.
2. Recommend funding to the City Council and approve the purchase and installation of security cameras.

The IT Director in consultation with the Chief of Police will:

1. Develop and manage the procurement of security camera systems.
2. Designate the standard security camera system or service to be used.
3. Maintain a current inventory of all security camera systems at city facilities.
4. Manage network connectivity, maintenance and replacement of equipment.
5. Authorize the placement of all security cameras in or near city facilities in cooperation with the relevant department head.
6. Ensure that all recordings are kept secure, and shall permit no individual unless those stipulated herein to view or listen to recorded material.
7. When an incident is suspected to have occurred, the IT Director shall immediately take steps to ensure that any video recording of the incident is preserved pending investigation and shall provide law enforcement personnel with access to video recordings as requested.
8. Review the placement of existing security camera systems to bring them into compliance with this policy.

The Department Director in charge of each city facility with security cameras will:

1. Participate with the IT Director and Police Chief in the decision regarding placement in and around city facilities under their control.
2. In cooperation with the IT Director, ensure the physical security of related equipment at facilities under their control.
3. When an incident is suspected to have occurred, immediately notify the IT Director to ensure that any video recording of the incident is preserved pending investigation and shall provide law enforcement personnel with access to video recordings as requested.
4. Departments will not independently purchase and/or install security camera systems.

The City Clerk will handle all public information requests for recorded video with the approval of the Police Chief in accordance with Iowa Code.

SECTION 4: POLICY GUIDELINES AND PROCEDURES

A. Placement of cameras shall only be considered for the security and safety of employees as well as the public when visiting city buildings and facilities. Employees should not have any expectation of privacy in work areas. Employee privacy in non-work areas will be respected to the extent possible. Situations such as suspicion of onsite drug use, physical abuse, theft or other violations of the law or employee misconduct would be among the possible exceptions to this policy.

B. Cameras shall never be placed in areas where privacy would normally be expected. Examples of locations where privacy would be expected are restrooms, locker rooms, shower rooms, changing rooms, break rooms and designated lactation rooms. Camera placement must also take into consideration any confidential material that could be visible on a recording.

C. Any building where cameras are located upon or in shall have a statement placed conspicuously at each entrance to the building notifying visitors and employees of the presence of video recording security equipment.

D. Public display of live video from security cameras is prohibited.

E. Viewing of recorded video shall require a minimum of two individuals and be limited to the following:

1. City Manager or his/her designees.
2. IT Director or his/her designees.
3. Human Resources Director.
4. Chief of Police or his/her designees for the purpose of law enforcement.
5. Director in charge of the facility from which the video footage was obtained.

F. Video recordings shall normally be maintained for a minimum of seven (7) days where feasible unless they are needed as evidence related to an ongoing investigation. In the event of a law enforcement investigation, or in the event of an active claims investigation for insurance purposes, video recordings may be retained for periods of time longer than time limits specified herein.

G. When an incident is suspected to have occurred, designated personnel herein may review the images from security cameras. Any suspicion of illegal or criminal activity shall immediately be referred to law enforcement and the City Manager.

H. Video recordings shall not be copied or removed except in relation to an ongoing investigation.

I. Video recordings captured in or near city facilities may be used to assist law enforcement in documenting traffic accidents or other incidents unrelated to city business or functions.

SECTION 5: VIOLATIONS & PENALTIES

Employees should contact the Human Resources Department if they have any questions about this policy. Any person who intentionally violates this policy may be subject to disciplinary action, up to and including termination.